

CHAPTER 5

AVIATION MATERIAL MANAGEMENT

Basic concepts and guidelines for aviation material management are established to guarantee that requisitioning procedures are standard and properly used by all maintenance activities, a positive control is maintained for all accountable material, personnel and material resources are used to the maximum, and supply response to material demands is optimum.

These concepts and guidelines represent material management policies of the Chief of Naval Operations (CNO) for maintenance and supply personnel at all levels engaged in supporting the Naval Aviation Maintenance Program (NAMP). The impact of sophisticated weapons systems requires intensified material management by both maintenance and supply activities to improve turnaround time (TAT) of repairable through positive control and reporting procedures, to maintain accurate stock records (to reflect material availability, location, condition, and quantity), and to improve the quality of data input for material reporting.

This chapter covers some areas and responsibilities of the AK involved in aviation material management functions.

MATERIAL CONTROL CENTERS

Material control centers are contact points within maintenance organizations where requirements for parts and material are coordinated with the supply support centers (SSCs). Material control centers are functional areas within the maintenance organizations and are tasked with making sure maintenance requirements for parts and material are forwarded to the SSC in a timely and continuous manner and that parts and material received are quickly routed to the applicable work centers and not allowed to accumulate.

RESPONSIBILITIES

It is the responsibility of the material control centers to coordinate material ordering, receipt, and delivery. This is done to guarantee that the material ordered is the material required and that it reaches the work centers within the specified time frame. The material control centers provide material support to their cognizant organization by taking action as follows:

- Establishing delivery and pickup points for material as mutually agreed on by supply and maintenance and maintaining liaison with the supporting SSC on maintenance material matters to guarantee that the material needs of the organization are satisfied.
- Preparing documents for material required for operational support of weapons systems; for example, aviation fuel, lube oil, flight clothing, and material carried in service market outlets.
- Furnishing technical advice and information to the supply activity on the identity and quantity of supplies, parts, and material.
- Establishing procedures to ensure proper operation of toolrooms and the performance of tool inventories.
- Making sure surveys are prepared in the event of loss, damage, or destruction of accountable material.
- Keeping maintenance control advised of the overall supply situation and its effect on maintenance.
- Performing memorandum operating target (OPTAR) funding, accounting, charting, and budgeting of costs. A separate material control register is maintained for each OPTAR held.

- Maintaining adequate accountability of material and equipment on custody.

- Maintaining inventory control of authorized allowances of material listed in the individual material readiness list (IMRL).

- Validating not mission capable supply/partial mission capable supply (NMCS/PMCS) requisitions daily and maintaining (by aircraft bureau number) current NMCS/PMCS status records.

- Performing an inventory of aircraft, with technical assistance, upon receipt or transfer, and making sure inventory log entries are made and inventory shortage listings are prepared and forwarded to maintenance control for inclusion in the aircraft inventory record (AIR).

- Maintaining control and records to guarantee turn-in of defective components within established time frames.

ORDERING PARTS AND MATERIAL

Rapid communication between the material control code (MCC) and the SSC is effected through the use of data transmission equipment. The effective use of communication devices permits maximum coordination between supply and maintenance, thereby improving the overall material management program. Communication equipment may include telephones, radios, teletypewriters, and computers. When material or parts are ordered, material control should take action as follows:

- Receive requirements from work centers, support areas, and so forth.

- Forward requirements to the SSC using locally approved methods of communication. Make sure the data provided to the SSC is clear and legible and that a document number is assigned.

- Enter the date and time that the material was ordered in the material control register to reflect the exact time of submission to the SSC. This time is required for determining accurate

NMCS/PMCS start time and conducting follow-up inquiries.

- When a repairable component is ordered, make sure the defective component is available for simultaneous exchange.

In some instances, it is not feasible or advisable to remove a repairable component until a replacement is in hand. The items in this category are identified in the Consolidated Remain-in-Place List (CRIPL). The responsibilities and procedures for establishing, maintaining, and modifying the CRIPL are in OPNAVINST 4420.25. Items identified in the CRIPL are the only authorized exceptions to the one-for-one exchange rule.

RECEIPT OR DELIVERY OF PARTS AND MATERIAL

Upon receipt of material or parts, material control has the following responsibilities:

- Receives the material and DD Form 1348 (or facsimile form) from the SSC material delivery unit.

- Signs the DD Form 1348 hardback copy as a receipt (yellow, green, and hardback for repairable).

- Enters the date and time the material is delivered to the specified delivery point on the DD Form 1348 pink and hardback copies and in the material control register or request document facsimile. This time is required for determining accurate NMCS stop time.

- Distributes received parts and material to the appropriate work center or work area.

- Obtains the signature of the work center personnel receiving the material on the DD Form 1348 pink copy and files the copy in the completed requisition file.

- Turns in defective repairable CRIPL components within 24 hours.

UNSATISFACTORY ISSUES

Instances will occur when the supply response section (SRS) delivers material that does not

satisfy the intended maintenance action. This condition arises when the wrong material is delivered, the material was improperly marked, or the material is determined to be not ready for issue (NRFI) on receipt. When these instances occur, the following actions should be taken:

- Prepare a DD Form 1348-1 for turn-in using RECTYP 62.
- Notify the SRS that the material is ready for pickup.
- Reorder the material, if required.

Turn-In of Defective Components

Repairable material must be removed from an aircraft and made available for turn-in when a replacement is requested, unless specifically authorized to remain in place by the CRIPL.

When the replacement CRIPL item is received, turn-in of the old item must be made within 24 hours. Supporting supply activities must strictly enforce the one-for-one exchange of repairable using the CRIPL to identify the authorized exceptions.

All defective repairable components must be wrapped with a cushioning material such as cellular plastic film (bubble wrap), PPC-C-795, class 1 or class 2, for short-term protection of equipment from handling and shock when the component is turned in to supply.

Under no circumstances may spare repairable components of any type, ready for issue (RFI) or NRFI, be allowed to be held in any activity, unless authorized by higher authority.

Handling and Preparation of Engineering Investigation or Quality Deficiency Report Material

Defective material awaiting engineering investigation (EI) or Quality Deficiency Report (QDR) disposition must be turned in to supply by the originating activities who will make sure the supporting supply department is an information addressee on the EI request/category

(CAT) I QDR message. When material is submitted, the following actions must be taken:

- Attach the visual information display system/maintenance action form (VIDS/MAF), EI request/QDR/SRC card, to the equipment being turned in. The material control must make sure the VIDS/MAF is marked EI or QDR with 3-inch red letters that do not obscure any data elements.

- Special care must be taken to cap or package material immediately upon removal from the system to prevent corrosion, contamination, or other damage that may contribute to confusion or loss of possible cause factors.

- Do not try to disassemble any material.

- Do not make any adjustments.

- Do not perform any type of cleaning,

- If contamination is suspected, forward samples of the fluid in a clean, sealed container.

- Forward all failed fragments. Do not try to reassemble. Wrap fragments separately to prevent damage by movement of one against another.

- Package all material to at least the same level of protection as RFI parts. Material for investigation must not be transported loose in boxes or on truck beds or floors. It may not be packed with any other items.

- Mark or tag each item with the control number provided by the cognizant field activity (CFA) if available.

The following procedures apply to supply departments forwarding material for investigation:

- Conspicuously mark containers and all documents such as airbills, government bills of lading, Navy cargo documents, and so forth, with the words *Engineering Investigation*. Cite control

number, naval aviation depot (NADEP) customer service, or as instructed by the CFA.

- Register all parcel post shipments.

- On the DD Form 1348-1 shipping document, stamp EI in 3-inch letters on the face without obliterating any vital data elements. In the Ship to block, enter the words *Investigation Material* and the control number.

The supply department may not retain the material longer than the 30-day time limit. This time limit allows adequate time for the maintenance engineering cognizant field activity (MECFA) to report shipment of the deficient material.

TOOL CONTROL PROGRAM

This program provides a means to rapidly account for all tools after completing a maintenance task, thus reducing the potential for foreign object damage (FOD).

The material control officer coordinates the tool control program (TCP) and guarantees tools are procured and issued in a controlled manner consistent with the approved tool control plan (TCPL).

TOOL CONTAINERS

The exterior of all toolboxes or rollaways used for maintenance must clearly identify the organization, work center, and tool container number. The tools contained in the toolboxes must be etched with the organization code, work center code, and the container number. Special accountability procedures must be established locally for those tools not suitable for etching; for example, jewelers' screwdrivers.

Each tool must be placed in a silhouetted container against a contrasting background. The silhouetted tool outline highlights each tool location within the container. Those containers not silhouetted must contain a diagram of the tool locations. Additionally, they must include a separate listing of tools in calibration or requiring replacement.

AIRCRAFT INVENTORY RECORD

The AIR is used to establish a formal, continuous chain of accountability for specific equipment installed on or designated for use on any aircraft. The AIR is applicable to all aircraft and lists selected material and equipment accountable by all Navy organizations that are assigned or physically possess operational aircraft. The AIR is prepared by the aircraft manufacturer and is delivered with each individual aircraft.

Aircraft Transfer and Acceptance

When an aircraft is to be transferred on site, designated inventory teams from the transferring and accepting activities jointly inventory the aircraft and record, in the appropriate column of the AIR Equipment List, OPNAV Form 4790/111, the quantity of each item on board the aircraft at the time of transfer. The AIR Shortages, OPNAV Form 4790/112, is completed to identify shortages of AIR items and mission essential subsystems matrix (MESM) related equipment that are not available for transfer, concurrent with the aircraft.

When a ferry pilot is required to effect an aircraft transfer, two inventories are made—one before the ferry flight by the transferring activity and one on completion of transfer by the accepting activity. The ferry pilot does not participate in the inventories except to accept custody of pilferable and classified equipment from the transferring activity and to transfer custody of the items to the accepting activity.

AIR items that cannot be placed on the aircraft for transfer are shipped separately marked as AIR Equipment for Aircraft Bureau Number (BUNO). A note to indicate such shipments is made in column E of the AIR equipment list opposite each affected equipment.

Immediately upon receipt of notification of transfer, the transferring activity inventories all equipment specifically assigned to the aircraft (AIR and MESM equipment), including all items that cannot be placed aboard the aircraft for transfer, and then lists such equipment on a DD Form 1149. This loose equipment is turned in to supply for appropriate shipment to the receiving activity. A receipt copy of the DD Form 1149 is

attached to the AIR and one is retained by the shipping activity for the record.

When an aircraft is delivered to a depot or contractor facility and is scheduled to be returned to the same organization after special depot level maintenance (SDLM), testing, or special projects, items not requiring rework or required by an activity for testing or special projects are retained by the current reporting activity. All removals should be appropriately noted on the OPNAV Form 4790/112 to relieve the depot or other activity of accountability requirements. The OPNAV Form 4790/104 is certified during the transfer action.

When an aircraft is transferred via a depot or contractor program, the transferring activity ships only the minimum of essential AIR items noting all shortages on the OPNAV Form 4790/112. The remaining equipment is shipped to the receiving activity 30 days before the scheduled depot or contractor completion date. The OPNAV Form 4790/104 is certified during this transferring action.

AIR Shortages

When shortages of inventory items are revealed in preparing an aircraft for transfer, every effort should be made to locate the items or effect replacement before transfer. However, transfer of the aircraft must not be delayed pending replacement of the items.

Before transfer, an OPNAV Form 4790/112 is prepared, listing all missing AIR- and MESM-related items. The original signed copy of this form is retained by the transferring activity as a permanent record of transfer. A second copy of the form remains in the AIR and is delivered to the accepting activity. A third copy of the form is forwarded to the aircraft controlling custodian/type commander (ACC/TYCOM) of the transferring activity. In case of an aircraft transfer between ACCs/TYCOMs, the third copy of the form is forwarded to the ACC/TYCOM of the accepting activity. A fourth copy is forwarded to the appropriate commander, fleet air (COMFAIR); the commanding general, Marine air wing (CGMAW); and the functional wing/commanding general, Marine brigade (CGMARBDE).

For the AIR shortages to be related to any specific inventory or transfer transaction, the following mandatory entries are made on the OPNAV Form 4790/112:

- Name of transferring/receiving activity
- Equipment check/certification number
- Date
- Signature of the inventorying activity's commanding officer or representative authorized to sign by direction

When shortages are discovered on receipt of an aircraft and are not properly recorded in the AIR, the receiving organization itemizes shortages and submits a list of such shortages within 10 working days after receipt of the aircraft to the organization from which the aircraft was received.

The transferring organization takes the following action within 15 working days after receipt of shortage identification:

- Furnishes vouchered turn-in documents or furnishes shipping data indicating shortages are en route.
- If the transferring activity is unable to locate or justify missing items, an explanatory statement signed personally by the transferring activity's commanding officer is forwarded to the accepting activity indicating the authority for shortages; for example, the report of survey.

In all cases, authority for transferring aircraft with shortages must be obtained from the ACC/TYCOM before aircraft transfer.

SUPPLY SUPPORT CENTER

The SSC, also referred to as the aviation support division (ASD), is the single contact point where material control centers of O- and I-level maintenance activities place requirements for material and equipment required for support of weapons system maintenance. The SSC/ASD is composed of two sections, the supply response section (SRS) and the component control section

(CCS). The organization of the SSC/ASD is shown in figure 5-1.

RESPONSIBILITIES

The SSC/ASD officer is responsible to the supply officer for the performance of the center and acts as a direct liaison between the aircraft intermediate maintenance depot (AIMD) officer and the supply officer. The SSC/ASD is responsible for the following actions:

- Receiving requirements for material in support of weapons system maintenance
- Performing technical research and preparing supply requisitions
- Delivering material to customers
- Monitoring turn-in of repairable components due from both O-and I-level maintenance activities

- Maintaining the local repair cycle asset (LRCA) storage areas and providing listings of available components to customers

- Establishing, maintaining, and replenishing pre-expended bins (PEBs) and providing PEB listings to customers

- Coordinating with the AIMD to originate customer service requests with the NADEP

- Initiating local expeditious repair (EX-REP) requests

- Maintaining awaiting parts (AWP) storage areas and establishing requisitions and follow-up procedures for required AWP piece parts

- Expediting high-priority requisitions

- Measuring supply response time

For detailed procedures for the responsibilities of each unit, refer to OPNAVINST 4790.2, volume III, chapter 14.

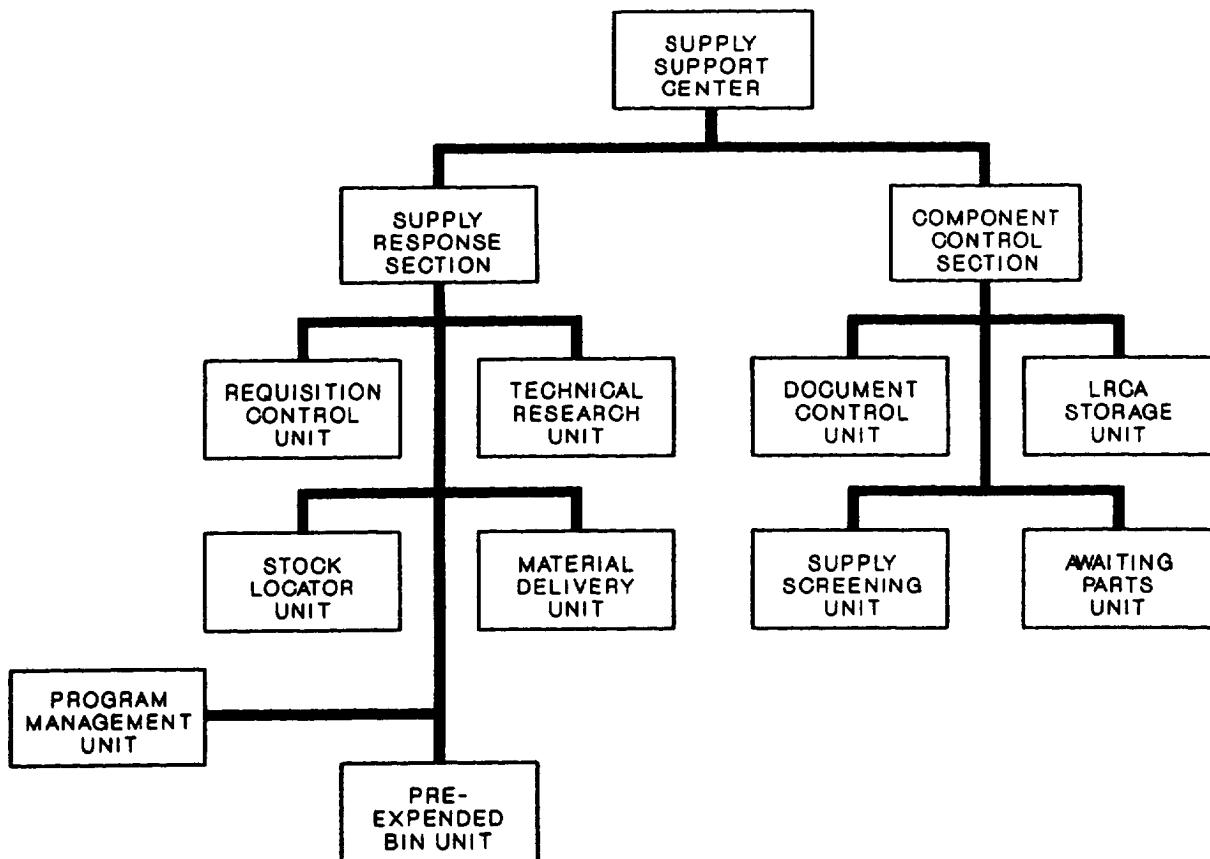


Figure 5-1.—Supply support center/aviation support division (SSC/ASD) organization.

Location

The SSC/ASD should be located adjacent to maintenance areas to improve maintenance/material support coordination. The physical location of the SSC/ASD may vary according to local geographic and facilities layout.

Hours of Operation

All the functional elements of the SSC/ASD must be manned and operational during the operating hours of all maintenance activities being supported. When maintenance is being performed 24 hours a day, then supply support is required 24 hours a day. Manning levels during other than normal working hours must be consistent with the support requirements and requisitioning processing standards.

Personnel Assignments

The normal station complement of personnel assigned to the SSC/ASD is provided by additional AK personnel assigned temporary additional duty (TAD) from squadrons to compensate for the added workload. Detailed directives for assigning AKs on a TAD basis are issued by the ACC/TYCOM.

Response Standards

Maximum elapsed response times are established for the issue of items available in local supply stock or furnishing the customer with requisition status on an automatic basis for not carried (NC) or not in stock (NIS) items. Response time starts when the requirement is placed in the SSC/ASD and stops when the requested material or status is received at the delivery point. These time standards are shown in table 5-1. Response time should be individually measured and maintained on a monthly basis for review by the supply officer.

Table 5-1.—Supply Response Standards

Priority Group	Priority	Processing Time
I	1-3	1 hour
II	4-8	2 hours
III	9-15	24 hours

Status Listings

Daily mechanized listings providing complete supply status for all NMCS/PMCS and anticipated NMCS are provided by the program management unit (PMU) to both the O- and I-level maintenance activities in sufficient quantity to ensure adequate distribution. Data is sequenced to expedite the daily validation process. Listings contain as a minimum the following information:

- Document number
- Cognizant symbol (COG), material control code (MCC), national stock number (NSN), and special material identification code (SMIC)
- Unit of issue and quantity
- Project and priority
- Bureau number
- Nomenclature
- Status/routing identifier code (RIC) of activity submitting status
- Job control number (JCN)
- Work unit code (WUC)
- Originator code of requisitioner

AWP status is provided weekly to the AIMD on a mechanized listing and contains as a minimum the same information as the previous NMCS/PMCS status listing, except the BUNO is replaced with the work center.

SUPPLY RESPONSE SECTION

The SRS is the single point of contact for recessing customer requirements and providing follow-ups and status as required. The SRS is divided into six units: requisition control unit (RCU), technical research unit (TRU), stock locator unit (SLU), material delivery unit (MDU), pre-expended bin (PEB) unit, and the program management unit (PMU).

The SRS is responsible for processing material requirements, maintaining control, transmitting requests to other on-station supply processing points as required, delivering all parts and

materials to customers, providing status on all requirements received, maintaining all aviation PEBs, and expediting all high-priority requisitions. Individual unit responsibilities of the SRS are listed in the next paragraphs.

REQUISITION CONTROL UNIT

The RCU receives all requests for material requirements, prepares appropriate documentation, maintains appropriate files and registers, and provides status to the customer. All material requests must include the following information:

- Organizational code.
- Job control number (JCN). Requests for material in support of technical directives compliance (RECTYP 64) or initial issue (RECTYP 65) requires notification of the SSC. On RECTYP 64 issues, the WUC may be omitted. On RECTYPS 65,66, and 67 issues, the JCN and the WUC may be omitted.
- Type equipment code (TEC).
- Bureau/serial number. Maybe omitted if not applicable.
- Work unit code (WUC). Requests for consumable materials that do not have a unique WUC indicate the WUC of the subsystem on which the consumable material is being installed.
- CAGE code. This element contains the engine TEC instead of the CAGE code when an aircraft engine is requisitioned.
- Manufacturer's part number.
- Quantity.
- Document number.
- Demand code.
- Delivery point.

- Fund code. May be omitted if not applicable.

- Project code. Can be found in NAVSUP P-437 and NAVSUP P-485.

- Priority.

- Required delivery date. Maybe omitted if not applicable.

- Advice code. Mandatory for repairable.

Technical Research Unit

The TRU is responsible for the verification of requisition data such as part number, stock number, references, and other technical data. When applicable, a thorough technical research is made for substitution, interchangeability, and alternate national item identification numbers (NIINs). When an NSN for requested material cannot be identified, enter the manufacturer's part number in its place, CAGE code in block R and 99 in card columns 55 and 56. In addition, the following data is required:

- Document identifier (DI).
- National stock number (NSN).
- Unit of issue.
- Cognizant symbol (COG). If COG 4V is entered indicating an aircraft engine request, block R must contain an engine TEC instead of a CAGE code.
- Advice code, Mandatory for repairable items with NSN. If advice code not available, obtain from requisitioner.
- Purpose code.
- Condition code. Not required for SUADPS procedures.
- Material control code (MCC). Like the advice code, the MCC is mandatory for repairable items with NSN.

- RECTYP.
- Price. Net price if the turn-in is available. Standard price if no turn-in is available (nonexchange advice codes).

Stock Locator Unit

The SLU is responsible for locating the material by use of stock locator cards, master stock status and locator listing (MSSLL), or other available locator systems. Under some automated systems, the locations are printed on the requisitions when processed. The SLU processes requisitions by taking the following actions:

- Receives requisitions from the TRU.
- Determines availability and location.
- Annotates locations on the requisitions.
- For carried items, forwards to the MDU.
- For NC or NIS items, annotates status on requisition, does physical warehouse/storeroom checks on all NIS NMCS/PMCS requisitions, and forwards all NC/NIS requisitions to the TRU.
- For NC/NIS consumable requisitions returned by the TRU and subsequent status is still NC/NIS, forwards requisition to the RCU.
- For NC/NIS repairable requisitions, forwards the DD Form 1348 green copy to the RCU. Holds the DD Form 1348 original, pink, yellow, and hardback copies in the repairable suspense file until notified by the RCU to induct as EXREP.
- Upon notification by the RCU, stamps requisition EXREP and forwards to the MDU for component pickup.
- For repairable that are CRIPL items and status is NC/NIS, forwards the DD Form 1348 original, pink, yellow, and hardback copies to the RCU.

Material Delivery Unit

The MDU is responsible for the pickup and delivery of all material. Fragile material and delicate components that require special handling, including special padding, racks, and so on, should be delivered by the most direct route to reduce the risk of damage. The MDU processes requisitions by taking the following actions:

- Receives requisitions from SLU for carried items.
- Delivers requisitions to indicated storage locations.
- Picks up and delivers material from appropriate storage locations. Storage location personnel remove the DD Form 1348 original and green copy for consumable issues, enter the Julian date and time of issue below block V, and forward them to stock control for financial and data processing actions. When repairable items are delivered and the DD Form 1348 is stamped mandatory turn-in repairable (MTR), an immediate exchange or proof of prior turn-in is required unless the item is an authorized CRIPL asset.
- Has the customer annotate time/date/signature on the DD Form 1348 pink and hardback copies as a receipt for the material. Gives the customer the pink copy and delivers the hardback copy to the RCU.
- For warehouse refusals (preposting activities only), receives requisitions from the warehouse annotated with Warehouse Refusal and delivers them to the TRU via the RCU.
- For repairable components (exchange available), receives the turn-in component from the customer with logs/records and VIDS/MAF copies 1 through 5 attached, signs and returns the DD Form 1348 yellow copy to customer as a receipt, and delivers the turn-in components, logs/records, and VIDS/MAF copies 1 through 5 to the aeronautical material screening unit (AMSU) via the supply screening unit (SSU). Returns the signed and annotated VIDS/MAF copy 2 and the DD Form 1348 original, green, and

hardback copies to the document control unit (DCU).

- For repairable components (exchange not available), has the customer sign the DD Form 1348 yellow and hardback copies, delivers the yellow and hardback copies to the DCU, and gives the customer the DD Form 1348 pink copy.

- Receives the EXREP requisition DD Form 1348 original, pink, yellow, and hardback copies. Picks up the component with VIDS/MAF copies 1 through 5 and returns the signed yellow copy as proof of turn-in to the customer.

- Delivers the EXREP component, logs, records, and VIDS/MAF copies 1 through 5 and the DD Form 1348 original, pink, and hardback copies to the SSU.

Pre-Expended Bin Unit

The PEB unit contains high-usage, maintenance-related consumable materials that have been expended from the supply department stock records and financial accounts.

The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of maintenance-related materials. The PEBs are located where they are readily accessible to maintenance personnel and, when feasible, where they can be observed by the retail outlet Storekeeper to aid in recognizing abuses to the pre-expended system.

Items subject to pilferage are retained within an enclosure with access limited to authorized personnel.

The SRS is responsible for the management and maintenance of the PEBs by replenishment or turn-in action, as required. PEB stock is limited to maintenance-related material having a minimum demand frequency of three per month. The quantity of each item pre-expended may not exceed an estimated 30-day supply, subject to the requirement that stock be replenished in full package quantities.

The supply officer and the maintenance officer of the activity being supported are jointly responsible for determining those eligible items

to be added or purged from pre-expended stocks. Eligible items with a unit cost of \$150 or less may be routinely established in PEB stock. Eligible items with a unit cost in excess of \$150 may be pre-expended with the approval of the commanding officer.

Stock records are reviewed quarterly to guarantee that all items have sufficient usage to be retained in pre-expended status and to correct any mixing of pre-expended items. As a minimum, any item that had no demand within the last 12 months should be purged from pre-expended stock and returned to the supporting supply department. Refer to OPNAVINST 4790.2, volume III, chapter 14, for items not authorized for inclusion in the PEBs.

Program Management Unit

The PMU is responsible for processing and expediting high-priority requirements, such as NMCS/PMCS, broad arrow, work stoppage, and EXREP. The PMU distributes daily status listings and performs a continuous reconciliation of outstanding requirements between supply and maintenance activities.

COMPONENT CONTROL SECTION

The CCS, also known as the repairable management section (RMS), is responsible for the repairable management and accounting of all repairable assets stored in LRCA storage areas as well as items in the intermediate maintenance activity (IMA) repair cycle and retrograde repairable being processed for shipment to designated overhaul points (DOPs). This section is divided into four units: the DCU, the LRCA storage unit, the SSU, and the AWP unit, individual CCS unit responsibilities are listed in the following paragraphs. For detailed CCS unit responsibilities, refer to OPNAVINST 4790.2, volume III, chapter 14.

Document Control Unit

The DCU is responsible for the control of all NRFI components in the IMA repair cycle (except rotatable pool components), components

awaiting turn-in from customers, and the following associated documents:

- DD Form 1348—Department of Defense (DOD) Single Line Item Requisition System Document (manual and mechanized)
- DD Form 1348-1—DOD Single Line Item Release/Receipt Document
- OPNAV Form 4790/60-VIDS/MAF
- OPNAV Form 4790/28A-Scheduled Removal Component (SRC) card
- OPNAV Form 4790/106A-Assembly Service Record (ASR)
- OPNAV Form 4790/113—Equipment History Record (EHR)
- OPNAV Form 4790/135-Modular Service Record (MSR)
- OPNAV Form 4790/29-Aeronautical Equipment/Service Record (AESR)
- Any document formatted for requisitioning purposes other than the DD Form 1348

Local Repair Cycle Asset Storage Unit

The LRCA storage unit is responsible for the receipt, storage, issue, and accountability of repairable assets under the control of the SSC, including the rotatable pool. The LRCAs are part of an activity's repairable fixed allowance and are generally stored in a location that hastens timely IMA repair and return to the shelf in RFI condition.

The rotatable pool portion of LRCAs is located in an area that promotes efficient supply support of aircraft maintenance; that is, rapid issue to an organizational maintenance activity/intermediate maintenance activity (OMA/IMA), rather than storage or recordkeeping convenience. Co-location of the rotatable pool with either IMA

production control or the IMA is the most desirable arrangement.

The supply department prepares a list of repairable items carried in the LRCA storage locations, with specific identification of rotatable pool items. The list is then distributed to all aircraft maintenance activities requiring supply support. The list format includes the NSN, manufacturer's part number, CAGE code, WUC, family group code, description, and LRCA item number in various sequences adapted to the needs of the maintenance activities.

Supply Screening Unit

The SSU is responsible for processing all items returned from the IMA. The SSU prepares the retrograde material for shipment to the DOP or the designated support point (DSP) via the advanced traceability and control (ATAC) program within 2 workdays. When processing field level repairable, refer to OPNAVINST 4790.2, chapter 14.

Rapid movement of beyond capability of maintenance (BCM) depot level repairable (DLRs) into the DOP pipeline is required before requisitioning replacements for stock or end use. Where practical, items designated movement priority designator 03 in the Master Repairable Item List (MRIL) are retained awaiting shipment no longer than one-half of a workday.

Under fixed allowance procedures, DLRs must be certified BCM and prepared for shipment to a DOP before a replacement can be requisitioned for stock or end use (excluding CRIPL items and ZA9 project code). Every section or unit concerned with repairable must make sure BCM DLRs are handled quickly.

Unserviceable DLRs retrograded to a HUB, DSP, or DOP are assigned document numbers as follows:

- NRFI returns as a result of an issue from wholesale stock or Navy Stock Fund stores account. The retrograde uses the document number that appears in the exchange issue requisition; for example, the customer's document number.

- NRFI returns as a result of an issue from end use. The retrograde is returned citing the

document number of the stock replenishment requisition in place of the original requisition document number.

Awaiting Parts Unit

The AWP is responsible for receiving, storing, and controlling all AWP components returned from the IMA. This unit should be located next to IMA production control. The following is a partial list of AWP responsibilities. Refer to OPNAVINST 4790.2, volume III, chapter 14, for more details.

- Establishing holding and staging areas.
- Requisitioning piece parts and maintaining requisition files, registers, and records necessary to monitor, follow-up, expedite, reconcile, and report material demands for component repair.
- Maintaining liaison with the SRS on maintenance material matters to guarantee delivery of material required for component repair.
- Receiving incoming material, identifying it to the failed component, and when all required material is received, reinducting the component.
- Continually reviewing and following up on off-station requisitions to fill AWP requirements.
- Establishing procedures to make sure unsatisfactory LRCA AWP situations are made known to higher authority for assistance.
- Making recommendations for controlled cannibalization of AWP components after joint review and determination between the AWP unit representative and the IMA production control.
- Establishing procedures to BCM components to the next level of repair when appropriate. AWP management must be responsive to aircraft maintenance needs by guaranteeing that timely follow-up, validation, and BCM actions are performed. The accuracy of AWP inventory requisition records and outstanding requisitions

must be maintained through weekly reviews. A standard of no less than 98 percent accuracy is necessary for effective AWP management.

Additional management attention, including a joint review of the overall AWP situation by maintenance and supply management personnel, is undertaken any time the number of AWP components on hand exceeds 15 percent of the average monthly IMA inductions or the number of aged (more than 60 days) AWP components exceeds 1 percent of the average monthly IMA inductions.

ALLOWANCE DETERMINATION

The complex process of identifying and specifying the material needs of an organization is referred to as allowance or requirements determination. The determination of material requirements is a user responsibility rather than a supply responsibility. However, the Navy supply system assists in certain computation aspects of the requirements determination process as well as the production of standard uniform requirements statements such as allowance lists.

ALLOWANCE LIST PREPARATION

The inventory control points (ICPs) are responsible for the various data inputs, computing the onboard repair part and equipage requirements, and publishing the applicable allowance lists designed to identify the material requirements of a ship, aircraft squadron, or shore activity.

Coordinated Shipboard Allowance List

The *Coordinated Shipboard Allowance List* (COSAL) specifies the range of shipboard material required for support of all installed and portable equipment and provides a list of equipage required for a ship to perform its operational mission.

Coordinated Shipboard/Shore-Based Allowance List

The *Coordinated Shipboard/Shore-Based Allowance List* (COSBAL) is essentially the same

design as the COSAL but is provided to selected shore activities based on mission essentiality, special operational requirements, remoteness from normal sources of supply, and/or a combination of all three.

Aviation Consolidated Allowance List

The *Aviation Consolidated Allowance List* (AVCAL), prepared by the Aviation Supply Office (ASO), is a list of aircraft materials, stated in quantities that will satisfy predicted requirements for maintenance of a specified mix of aircraft for a predetermined period of time. Its purpose is to provide the aviation ship or air station with a tailored list of materials that can be used as a stocking guide.

Shore-Based Consolidated Allowance List

The *Shore-Based Consolidated Allowance List* (SHORCAL), prepared by the ASO, lists repairable items and subassemblies required for a shore station to perform its operational mission in support of assigned aircraft, engines, and end items of support equipment (SE) based on available local repair capability.

OPERATIONAL SUPPORT INVENTORY/FIXED ALLOWANCE

The operational support inventory (OSI) is a retail stock level comprised of a fixed allowance for DLRs and field level replairables (FLRs) as well as consumables. The OSI is that quantity of pre-positioned material required to support the planned aircraft program and the unique maintenance mission assigned to a given activity.

Weapons systems are supported under the OSI/fixed allowance concept as outlined in FASOINST 4441.16. A negotiated firm allowance of repairable assets may not be exceeded without ICP authorization. Strict one-for-one exchange procedures between the O- and I-level maintenance activities and the supply department must be maintained. Requisitions passed off-station are not authorized before BCM action, except for CRIPL items. All OSI/fixed allowance assets are carried in purpose code W on the supply officer's

records. Storage of fixed allowance assets is authorized at any designated location within an operating site.

The fixed allowance concept is designed to guarantee equal distribution of repairable assets and to ensure adequate levels of supply for operating forces as outlined in NAVSUPINST 4440.16. Fixed allowances are established by the retail operation division of the ASO with the assistance of each appropriate ACC/TYCOM for DLRs and FLRs (1RD COG) authorized for stock at each operating site and are considered as part of the activity's OSI.

Between periodic revisions of the allowance authorization document, changes to the fixed allowance quantity, based on usage demand, may be requested by the item manager, ACC/TYCOM, or the operating site.

ALLOWANCE CHANGE REQUEST-FIXED

The allowance change request-fixed (ACR-F) is a means for the fleet to recommend a revision to the authorized fixed allowance levels. An ACR-F is submitted when the current allowance quantity does not appear to be sufficient to support the activity's present and continuing mission. Fully justified ACR-Fs are submitted on NAVSUP Form 1375 for all 7R and 1RD repairable. An ACR-F is not submitted for consumable expense-type items.

The ACR is negotiated between the ASO and the operating activity. The ASO should process ACR-Fs within 15 working days from receipt or provide an interim message pending disposition. All unjustified requests are automatically disapproved and returned with an explanation.

ACR-F Procedures

All ships (CVs/LHAs/LPHs) and marine aircraft groups (MAGs) submitting ACR-Fs to the ASO must follow procedures for quantity computations outlined in FASOINST 4441.15. All shore-based operating site activities submitting ACR-Fs to the ASO must follow procedures for quantity computations outlined in FASOINSTs 4441.16 and 4441.20.

All ACR-Fs should be submitted to the ASO by message with the ACC/TYCOM as an information addressee on NAVSUP Form 1375

ALLOWANCE CHANGE REQUEST - FIXED NAVSUP FORM 1375 (9-80)		
ACTIVITY SUBMITTING REPORT		DATE REQUESTED
A. REPAIRABLE ITEM (Head of Family)		
1. NATIONAL STOCK NUMBER	2. NOMENCLATURE	
3. PART NUMBER AND / SCM	4. SM&R CODE	
5. APPLICATION TYPE MODEL SERIES		
a. AIRCRAFT	b. ENGINE	c. EQUIPMENT
6. USAGE		
a. PREVIOUS ALLOWANCE	b. NUMBER ATTRITED/BCMs BY CATEGORY	
c. NUMBER REPAIRED	BCM 1 ____ 2 ____ 3 ____ 4 ____ 5 ____ 6 ____ 7 ____ 8 ____ 9 ____ (FOR BCM 2, 3, 6, 8) ESTIMATE DURATION	
d. TURN-AROUND TIME BY CATEGORY (Minimum of Actual or as Constrained) (Indicated in Parentheses)		
IN PROCESS (1 Day)		AWP (20 Days)
SCHEDULING (3 Days)		REPAIR (8 Days)
7. REPORTING PERIOD/JUSTIFICATION (If Required) - USE REVERSE SIDE IF NECESSARY		
8. ENGINES REPAIRED (If Applicable)		9. CURRENT ICRL CAPABILITY CODE
10. COMPUTATION		
<p>a. BCM RATE = $\frac{\text{NO. OF BCMs} \times \text{ENDURANCE PERIOD (In Months)}}{\text{NO. OF MONTHS IN PAST PERIOD}}$</p> <p>ENDURANCE PERIOD (30 DAYS, 60 DAYS, AS APPLICABLE. SEE PAR. 11d. OF FASOINST 4441.16F PAR. 12d OF FASOINST 4441.20)</p> <p>b. REPAIRABLE: APPLY NUMBER OF REPAIRS IN ONE MONTH AND TAT TO MATRIX OF ENCLOSURE (1) OF FASOINST 4441.16F / FASOINST 4441.20</p> <p>c. RANGE: IN ORDER TO DETERMINE IF ITEM QUALIFIES FOR ALLOWANCE. FIRST, COMPUTE THE BCM RATE AND LCCR QUANTITY (AS ABOVE). SECOND, DETERMINE IF ONE OF THE FOLLOWING IS MET:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> THE LCCR IS POSITIVE</p> <p><input type="checkbox"/> FOR A UNIT PRICE < \$5000 IF THE BCM RATE IS ≥:</p> <div style="margin-left: 20px;"> 11 FOR AN ENDURANCE LEVEL OF ONE MONTH 22 FOR AN ENDURANCE LEVEL OF TWO MONTHS 34 FOR AN ENDURANCE LEVEL OF THREE MONTHS </div> <p><input type="checkbox"/> FOR A UNIT PRICE ≥ \$5000 IF THE BCM RATE IS ≥:</p> <div style="margin-left: 20px;"> 17 FOR AN ENDURANCE LEVEL OF ONE MONTH 34 FOR AN ENDURANCE LEVEL OF TWO MONTHS 50 FOR AN ENDURANCE LEVEL OF THREE MONTHS </div> </div> <div style="width: 50%; text-align: center; font-size: 2em; font-weight: bold;"> SAMPLE </div> </div> <p>IF ONE OF THE ABOVE IS MET, AN ALLOWANCE IS JUSTIFIED (As defined in paragraph 11.d. of FASOINST 4441.16F) or PAR 12d of FASOINST 4441.20)</p>		
<p>b. ASSIGN A DOCUMENT NUMBER TO ALL CHANGE REQUESTS USING THE STANDARD MILSTRIP TECHNIQUE, i.e., UICP/JULIAN DATE/SERIAL NUMBERS SEQUENTIALLY. RESULTING RPR/BPA (301) DOCUMENTS WILL CARRY THESE DOCUMENT NUMBERS.</p>		

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Figure 5-2.—Allowance Change Request-Fixed, NAVSUP Form 1375.

(fig. 5-2). A copy of the completed NAVSUP Form 1375 should be retained for local files and attached to the copy of the message request forwarded to the ASO.

ACR-F Format

The ACR-F, NAVSUP Form 1375 (fig. 5-2), is prepared as follows:

- Section A, items 1 through 5. Self-explanatory.

- Item 6 (Usage). Enter previous allowance, number of BCMs (by category), repairs, and actual TAT (the constraints in parentheses should be used in computing the requirements).

- Item 7 (Reporting Period). Include the period of time for BCMs and the period of time for repairs. Provide justification for time frames of less than 90 days for BCMs and 60 days for repairs.

- Item 8 (Engines Repaired). Self-explanatory.

- Item 9 (Current ICRL Capability Code). Enter the repair capability code from the most current individual component repair list (ICRL).

- Item 10 (Computation). The computation method is provided on the form to give the activity an indication of requirement depth based on the activity's data submission to the ASO. These computations are in no way intended to guarantee the requesting activity that the computed quantity will be the actual revised fixed allowance quantity after validation by the ASO. The input data provided by the activity is carefully reviewed independent of and in comparison with the past usage experience of other similar activities. Accordingly, comparative analysis may effect the final ACR-F requirement decision by the ASO.

- Section B (Document Number). Self-explanatory.

